



Bill Owens
Governor

Colorado Department of Local Affairs

Barbara Kirkmeyer
Acting Executive Director

DIVISION OF PROPERTY TAXATION

JoAnn Groff
Property Tax Administrator

BULLETIN NO. 9

TO: County Assessors

FROM: JoAnn Groff
Property Tax Administrator

DATE: March 8, 2006

THE BULLETIN IS AVAILABLE ON OUR WEBSITE.

www.dola.state.co.us/propertytax/index.htm

<u>Date</u>	<u>Title</u>	<u>Distribution</u>
3/3/06	2006 Valero Discussion Meeting	Review with Personal Property Appraisers. Respond if interested in attending the meeting. File in General Correspondence File.
3/8/06	Rio Blanco County Position Opening	Review with staff. File in General Correspondence File.
3/8/06	Administration 931 - Mapping Procedures	Review with interested personnel. Return registration form to Division. File in Education File.
3/8/06	Administration 952 - Abatements	Review with interested personnel. Return registration form to Division. File in Education File.
3/8/06	Administration 936 - GIS for Assessment	Review with interested personnel. Return registration form to Division. File in Education File.





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Acting Executive Director

DIVISION OF PROPERTY TAXATION

JoAnn Groff
Property Tax Administrator

TO: All County Assessors, Staff, and Vendors

FROM: JoAnn Groff
Property Tax Administrator

SUBJECT: 2006 Valero Discussion Meeting

DATE: March 3, 2006

DISTRIBUTION: Review with Personal Property Appraisers
Respond if interested in attending the meeting
File in General Correspondence file

MEMORANDUM

The Division of Property Taxation will be hosting an open meeting for county representatives to discuss Valero service stations personal property abatements. All county assessors and staff are invited to attend.

If you are interested, please note the following specific forum information:

DATE: Tuesday, March 14, 2006

TIME: 1:30 – 3:30 P.M.

LOCATION: Division Offices
Centennial Building
1313 Sherman Street, Room 419
Denver, CO 80203

If you and/or your staff is interested in participating in the meeting either in person or via the voice conferencing option, please contact Kenneth Beazer at (303) 866-2790 or via email (ken.beazer@state.co.us) to discuss the details.

If you have any questions, please contact Kenneth Beazer.

Valero Meeting 3-14-06



2006 Valero Discussion Meeting Information

Additional information concerning the 2006 Valero Discussion meeting that is scheduled for March 14 at 1:30 at the Division offices follows:

The Valero Energy Corporation owns "Diamond Shamrock" and "Total" service stations throughout Colorado and they are abating the personal property values for the 2003 tax year using current "appraisals." Since a large number of counties are dealing with these 2003 personal property abatements (which may lead into additional abatements and potential future appeals) some Colorado counties have requested that the Division facilitate a discussion meeting. The March 14 discussion meeting will be focused on the personal property abatements and the Valero purchased "Nationwide Consulting Company, Inc." appraisals. If time permits other related issues may be discussed (i.e. real property appeals, other).

The issues discussed will affect most Colorado counties to some extent. The hiring of personal property appraisers with American Society of Appraisers (ASA) designations and over 30 years of appraising experience seems to be the latest trend. All appraisals from such sources that I have reviewed contain limited details and many assumptions with little solid support or foundation (including specific sales data files).

These types of appeals are one of the primary reasons that El Paso County has started working with other Colorado counties on developing a market-based personal property database.

If you have any additional questions and/or wish to attend, contact Ken Beazer at (303) 866-2790 or e-mail: ken.beazer@state.co.us.



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DIVISION OF PROPERTY TAXATION

JoAnn Groff
Property Tax Administrator

TO: County Assessors

FROM: JoAnn Groff
Property Tax Administrator

SUBJECT: Rio Blanco County
Position Opening

DATE: March 8, 2006

DISTRIBUTION: Review with staff. File in General Correspondence File.

MEMORANDUM

Rio Blanco County Assessor's Office has a position opening for an Appraiser II.
See attached announcement for more information.



RIO BLANCO COUNTY
Assessor's Office

APPRAISER II: Rio Blanco County is currently seeking qualified applicants for a full time Appraiser II. Position is located in Meeker and is salaried at \$2,276/month. Minimum requirement: 18 years old, two years appraisal experience, State Appraisal License as defined in CRS 12-61-706(5)(a), valid Colorado Driver's License & must be able to work in outdoor elements. Familiarity with geographic area of Rio Blanco County preferred. Position is responsible for discovery, listing, classifying and valuing of real and personal property within the guidelines of the Colorado Statutes. Job functions include but are not limited to: Inspects and gathers data on land and improvements, calculates square footages, verifies classifications, determines percent complete and obsolescence, updates and enters real property sales information, conducts physical property inspections, reviews values and ensures compliance with state law, conducts statistical sale ration studies, prepares reports for auditor, updates property cards, assists with protests filed, verifies and transfers mobile home sales; Performs physical inspections on oil and gas equipment, inspects all new wells, inspects drilling rigs and work over rigs, verifies date of drill completion, inspects gas plants, gathers information on pipelines, gathering systems and flows lines; Appears before the County Board of Equalization, State Board of Appeals, and in court to defend appraised values. **TO APPLY** submit Rio Blanco County application to the Personnel Department, P.O. Box i, Meeker, CO 81641. Applications may be obtained from the Personnel Office, 970-878-9570 or downloaded from our website at www.co.rio-blanco.co.us/personnel. Applications are due by March 31, 2006. Announcement #0611; EOE



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DIVISION OF PROPERTY TAXATION

JoAnn Groff
Property Tax Administrator

TO: All County Assessors

FROM: JoAnn Groff
Property Tax Administrator

SUBJECT: Administration 931 – Mapping Procedures

DATE: March 8, 2006

DISTRIBUTION: Review with interested personnel.
Return registration form to Division.
File in Education File

Mapping Procedures (Admin 931)

One-day Workshop

Education Credit: Pending approval for 7 hours continuing education

Tested: No

Recommended Prerequisites:

Cost per student: \$5.00 *(Please make checks payable to: Colorado Assessors Association)*

- ⇒ Terminology
- ⇒ Tax areas and taxing entities
- ⇒ Parcel identification system
- ⇒ Splits and combinations
- ⇒ Understanding legal descriptions: rectangular survey, platted subdivision, meets and bounds
- ⇒ Abbreviating legal descriptions
- ⇒ Mapping math, including units of measure conversions
- ⇒ Mapping methods and equipment
- ⇒ Drawing metes and bounds descriptions
- ⇒ Drawing curves

This is a new workshop intended for mapping or GIS technicians and staff members who frequently use assessment maps. The class can be taken in conjunction with GIS for Assessment, offered the following day, or it can be taken independently.

2006					
DATE	City	Building	Phone Number	Address	Instructor
4/19/06	Durango	County Fairgrounds	970-247-2308	2500 Main Ave	Greg
4/26/06	Eagle	Eagle County Building	970-328-8700	500 Broadway	Greg





COLORADO ASSESSORS' ASSOCIATION
DPT EDUCATION REGISTRATION FORM
1313 Sherman Street, Room 419
Denver, Colorado 80203
(303) 866-2371 Telephone
(303) 866-4000 Fax

County Name

- ☐ Assessor's Staff
- ☐ Commissioner's Staff
- ☐ Treasurer's Staff
- ☐ Clerk & Recorder's Staff
- ☐ Other

Please submit one registration form for each course title.

Course Title	
Location	
Course Date	

County Contact Person		
Work Phone Number (Include Area Code & Extension)		E-mail:

NAME	E-MAIL	SOCIAL SECURITY NUMBER (First-time Students ONLY)	COLORADO APPRAISAL LICENSE NUMBER

For **appraisal** classes e-mail rebecca.fisk@state.co.us

For **administrative** classes e-mail evelyn.morales@state.co.us



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DIVISION OF PROPERTY TAXATION

JoAnn Groff
Property Tax Administrator

TO: All County Assessors

FROM: JoAnn Groff
Property Tax Administrator

SUBJECT: Administration 952 - Abatements

DATE: March 8, 2006

DISTRIBUTION: Review with interested personnel.
Return registration form to Division.
File in Education File

Abatements (Admin 952)

One-day Workshop

Education credit: 7 hrs (continuing education hours pending)

Tested: No

Recommended Prerequisite: None

Cost Per Student: \$5.00

(Please make checks payable to: Colorado Assessors Association)

TOPICS:

Due Process
Purpose of abatements
Clerical errors, erroneous assessments, overvaluation issues
Abatement situations
Abatement hearings
Review by Property Tax Administrator
Abatement Statutes
Case law

Class time is from 8:30am to 4:30pm

2006					
DATE	City	Building	Phone Number	Address	Instructor
4/5/06	Greeley	Weld Cty Bldg Ctr	970-353-3845	1104 H Street, Rm B	Janeen
4/12/06	Durango	Cty Fairgrounds	970-247-2308	2500 Main Avenue	Janeen
4/26/06	Lincoln	Courthouse	719-743-2358	103 3 rd Avenue	Janeen

Confirmation sent only to counties that are registered in the class.





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DIVISION OF PROPERTY TAXATION

JoAnn Groff
Property Tax Administrator

TO: All County Assessors

FROM: JoAnn Groff
Property Tax Administrator

SUBJECT: Administration 936 – GIS for Assessment

DATE: March 8, 2006

DISTRIBUTION: Review with interested personnel.
Return registration form to Division.
File in Education File

GIS for Assessment (Admin 936)

One-day Workshop

Education Credit: 7 hours continuing education

Tested: No

Recommended Prerequisites: None

Cost per student: \$5.00 *(Please make checks payable to: Colorado Assessors Association)*

- What is a Geographic Information System (GIS)
- Terminology
- Components of a GIS
- Advantages of a GIS
- Data types and models
- Thematic mapping and mapping layers
- Map projections and coordinate systems
- Adding data to a GIS
- Types of attribute values
- How to query spatial data
- Mathematical and Boolean operators
- GIS analysis in the Assessor's Office

This is a new introductory-level workshop intended both for GIS technicians and staff members interested in using GIS as a powerful assessment tool. The class can be taken in conjunction with Mapping Procedures, offered the prior day, or it can be taken independently. It is assumed that students have a working understanding of assessment maps.



Class time is from 8:30am to 4:30pm

2006					
DATE	City	Building	Phone Number	Address	Instructor
April 11	Jefferson	Admin Bldg	303-271-8667	100 Jefferson Cty Pwky	Greg
April 18	Durango	County Fairgrounds	970-247-2308	2500 Main	Greg



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